



Administrative Regulation

Additional Pays

Policy #	03-04.05
Effective Date:	December 6, 2021
Revision Date:	N/A
Owner:	Human Resources

Purpose:

To clarify how additional pay is awarded to non-represented employees.

Scope:

This regulation applies to all non-represented employees.

Policy:

The City provides additional pay that is not part of an employee's base pay. Such additional pay includes but is not limited to payments for the following assignments and activities in compliance with the Oregon Pay Equity Act:

- Special Assignment Pay
- Cell Phone Stipend
- Bilingual
- Standby
- Public Safety Officer Incentive Pays
- Public Safety Officer Uniform Pay

Represented employees should refer to the appropriate labor agreements.

Procedure:

1. Special Assignment Pay

1.1. *Acting in Capacity (AIC):*

- 1.1.1. A non-represented employee assigned the added responsibility to "cover the duties" of an employee in an existing position of a higher classification or pay grade shall receive an increase of five percent (5%). Employees do not receive AIC when on paid leave or holiday status.
- 1.1.2. AIC pay is effective after five (5) consecutive calendar days. Employees who have been approved to receive a salary adjustment shall have their salary adjusted retroactively to the first day of the AIC assignment.

- 1.1.3. To receive AIC pay the department submits the request to Human Resources using the Additional Pay Request form. Upon approval the department assigns a rate ID in the payroll system to the employee for a specified time period.

1.2. Interim Assignment:

- 1.2.1. A non-represented employee assigned to temporarily “perform the duties” that would normally be performed by a position in a higher classification or pay grade for a definitive period of time shall be placed on the step in the higher classification that provides at least 5%, so long as the rate is consistent with the Pay Equity requirements, for all hours paid while on the assignment.
- 1.2.2. Compensation for interim assignments may be provided only if the assignment is preauthorized and the employee has substantially performed the work of a higher pay grade. Interim assignments shall not be paid retroactively.
 - 1.2.2.1. Authorizations for interim work assignments will apply only for the conditions and time period originally approved. Any subsequent situations will require the same authorization process in order for the higher-level work to be assigned and compensation to be paid.
- 1.2.3. During the interim assignment, all other types of compensation/benefits and accrual rates will be at the level associated with higher classification/pay grade.
- 1.2.4. An employee is not eligible to receive interim assignment pay with AIC Pay.
- 1.2.5. Interim Assignment changes will be effective on the first of the next pay period.

1.3. Qualifying reasons for Special Assignment Pays:

- 1.3.1. To cover the duties of an employee who is out on a leave of absence of at least 7 or more calendar days; or
- 1.3.2. To meet the critical business needs of a temporary nature by having an existing employee perform work at higher classification/pay grade.
- 1.3.3. There is limited qualified talent to fulfil a temporary need.

1.4. Requesting a Special Assignment Pay:

- 1.4.1. The supervisor will complete the Additional Pay Request form and submit it to the department director indicating:
 - 1.4.1.1. Why the higher-level work is required (i.e. where did it come from);

- 1.4.1.2. An overview of why the employee selected to conduct the higher-level work is qualified;
 - 1.4.1.3. The title, classification, and pay range of the higher pay grade/classification being requested; and,
 - 1.4.1.4. An indication of the length of time the higher-level work will be performed.
 - 1.4.2. If approved and signed by the department director, the department will submit the signed form to Human Resources.
 - 1.4.3. If approved by the Human Resources Director, Human Resources will notify the department supervisor of approval and associated pay changes.
2. Cell Phone Stipend
- 2.1. Based on business need and as approved by department directors, the City provides a \$30 per month cell phone stipend or a \$45 per month smartphone (data plan) stipend.
3. Standby
- 3.1. *Information Technology Department.* Employees assigned to the IT Department who are required to carry a communication device and required to respond to City Hall within a reasonable period of time will receive standby pay equivalent to one (1) hour of their base rate of pay for each workday and two (2) hours for every non-workday. Standby compensation may be prorated if the standby duty is shared between one or more employees over a 24-hour period.
 - 3.2. *Police Department.* Employees in the classification of Police Sergeant shall be compensated at 25% of their straight time rate for the time they are on standby. Standby time shall not apply to court waiting time.
4. Bilingual Pay
- 4.1. To be eligible for the bilingual pay, employees must work in a position where bilingual skills are required for the position or the department has determined a need (i.e. ask to use bilingual skill more than 10% of their work time) and the employee meets the minimum mandatory standards as determined by the City prior to the bilingual pay being awarded.
 - 4.2. To qualify for bilingual pay, an employee must demonstrate fluency in an eligible language (e.g., Spanish, American Sign Language or other appropriate language), as determined by the Department in its sole discretion, and must successfully pass a fluency examination.

- 4.3. Employees who meet the qualification set by the City as bilingual will receive an increase of five (5%) to their base rate of pay, effective the first of the pay period following the testing.
- 4.4. If an employee is no longer proficient in the language they are receiving premium for, the employee will no longer receive the bilingual pay. Once an acceptable level of fluency has been demonstrated, reevaluation will not be required more frequently than once in a three-year period.
- 4.5. Employees receiving approved bilingual pay may be requested to assist other departments.

5. Public Safety Officer Incentive Pays

5.1. *DPSST Certification.*

- 5.1.1. Police Sergeants who hold a DPSST Supervisor Certification shall receive an increase of ten (10%) percent above their base rate of pay.
- 5.1.2. Police Lieutenants who hold a DPSST Management Certification shall receive an increase of five (5%) percent above their base rate of pay. Not to be combined with master's degree education pay.
- 5.1.3. A Police Chief who holds a DPSST Executive Level Certification shall receive an increase of five (5%) percent above their base rate of pay.
- 5.1.4. DPSST certification pays do not stack.

5.2. *Educational Pay.*

- 5.2.1. Police Sergeants who have obtained either a Bachelor of Arts or Sciences degree from an accredited educational institution shall receive an increase of five (5%) percent above their base rate of pay.
- 5.2.2. Police Lieutenants who have obtained a master's degree from an accredited educational institution shall receive an increase of five (5%) percent above their base rate of pay. *Not to be combined with Managements Certification pay.*

6. Public Safety Officer Uniform Pay

- 6.1. Sworn Police Officers assigned to the role of Admin/Investigation Sergeant shall receive a flat biweekly amount using three (3%) of the middle step of the pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.

- 6.2. Sworn Police Officers assigned to the role of Patrol Sergeant shall receive a flat biweekly amount using two (2%) of the middle step of the pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.
- 6.3. The Police Chief and Police Lieutenants shall receive a flat biweekly amount using three (3%) of the middle step of the Lieutenant pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.

Definitions

1. *"Comparable Character"* is work that requires substantially similar knowledge, skill, effort, responsibility and working conditions in performance of work, regardless of job description or job title as defined in ORS 652.210.
2. *"Cover the Duties"* is when an employee is not fully relieved of their primary position but must be available on an as-needed basis to cover some of the responsibilities of the higher positions/classification (i.e., attend meetings or respond to calls/inquires).
3. *"Pay Equity"* are state and federal laws that prohibit discrimination between employees on the basis of a protected class in the payment of wages or other compensation for work of comparable character.
4. *"Perform the Duties"* is when an employee is fully relieved of their primary job on a continuous or incremental basis and is asked to perform all job functions of the higher position or pay grade.
5. *"Protected Classes"* includes race, sex, veteran status, disability, age, color, religion, national origin, marital status, or other protected classes as required by state or federal law.

Resources:

Administrative Regulations:

1. [Compensation \(03-04.03\)](#)

Forms:

1. [Personal Action Form](#)
2. [Special Assignment Request Form](#)

Online Resources:

1. [City of Springfield Collective Bargaining Agreements](#)
2. [Personal Action Form Guide](#)
3. [Special Assignment Form Guide](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	11/30/2021
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	Replaces procedural sections 5 through 9 in the City's Compensation Administrative Regulation.		

PERIODIC REVIEW:

Reviewer:	Chaim Hertz, Director of Human Resources	Date:	July 5, 2022
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			